



Security Audit Checklist

The Vancouver Police Department is committed to public safety and crime prevention. Please find these tips for business owners in an effort to help prevent Commercial Break & Enter offences in your area. For more information, please refer to GeoDash.vpd.ca to view crime maps and a more detailed illustration of crime trends in your area and throughout Vancouver.

Security Audit Checklist

This is a guideline to help prevent theft and after hours break-ins.

- Be aware of loiterers and any suspicious behaviour during business hours. If noted, acknowledge individuals/groups and ask if assistance is needed.
- Ensure employee and storage areas are secure at all times.
- Print and display signs advertising your security methods, including real or implied surveillance, and fines imposed for criminal behaviour. For signage suggestions, please contact us.
- Fasten tip jars and collection boxes to the counter.
- Check all doors and windows, including ceiling and/or rooftop entrances, to ensure they close and lock securely. Consider posting "Alarm Activated When Open" signs on underused or out of sight doors.
- Entrances should have a deadbolt with a minimum one-inch bolt and a saw-resistant insert.
- Check and replace light bulbs to ensure all entrances have proper overnight lighting.
- Do not prop open unattended doors or windows.
- *Log It! – Record property on a paper or electronic spreadsheet. Make sure to include at least the following information for each item:
 - Serial number
 - Make & model
 - Colour
 - Any identifying or unique marks
 - Photographs
- Ensure your alarm company has an up-to-date emergency contact list.
- Test video surveillance and recording equipment to ensure good quality images and the actual areas/view being captured. Adjust if necessary.

- ❑ Ensure on-duty staff know how to operate the video surveillance recording equipment, including how to download a copy of video for the police.
- ❑ **Remove all merchandise displayed near the window and in your store during non-business hours.**
- ❑ At closing, cover back displays and showcases with either a dark cloth or sheet or one that is of a similar colour to the interior of your business.
- ❑ Display an empty cash register tray at the door, if that is an option.
- ❑ Check to make sure bathrooms, change rooms, and similar self-containing areas are empty when you leave at night.
- ❑ Apply or install glass protection for store windows and doors, such as polycarbonate sheets, bars, or roll-down covers.
- ❑ Invest in an alarm system and/or CCTV system if one is not already in use.
- ❑ Work with your neighbouring businesses to share the cost of hiring overnight or mobile security or patrol.

If your business is closed temporarily, designate someone to collect the mail, sweep and remove litter in recessed entranceways, and remove dirt or soiling on windows and ledges. A space that is tidy suggests someone is watching over and caring for your business in your absence.

Our Block Watch community has been reminded to keep an eye on closed businesses visible from their home while they remain safe. They are trained to spot and report suspicious behaviour.

If your business is still operating, look out for your neighbours. Please help to keep our community and businesses safe!

YOUR RESOURCES:

- For a crime in progress, call 911.
- For suspicious behaviour call 911.
- For nuisance or trespassing call the Vancouver Police Non-Emergency Line 604-717-3321.
- For discarded needles, call the Needle Pick Up using 604-657-6561.
- For excessive garbage and/or encampments on sidewalks and in front of businesses, call the City of Vancouver using 311 or report using the City of Vancouver app VanConnect. Photos of offending sites can be uploaded into the VanConnect app. The app is available on Android and Apple devices.
- For updates on support and assistance with advocacy on behalf of your business email the Downtown Vancouver Business Improvement Association.

- General enquires – dvbia@dtvan.ca
- Community safety related enquires - dominic@dtvan.ca
(Dominic Long - Senior Manager, Community Safety)

ONLINE REPORTING

- You can now report Thefts & Mischiefs with no suspects under \$10,000 through the VPD web page at www.vpd.ca. Click on the "REPORT CRIME ONLINE" and follow the steps.
- You can report incidents that occurred in Vancouver that have no elements of violence:
 - Lost items valued under \$10,000
 - Thefts valued under \$10,000
 - Property and/or vehicle vandalism with the repair cost under \$10,000
 - Theft from auto
 - Bank card/cheques that are used without your permission and the total loss is less than \$10,000.

Thank you for your assistance.